

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****MANAGEMENT MEMORANDUM****Community Development Block Grant Program****Memorandum Number: 006****TO: All Eligible Jurisdictions and Interested Parties****DATE: June 14, 2000****SUBJECT: Announcement of CDBG Labor Standards Workshops**

Purpose of this memo:

This memo is an invitation to all eligible jurisdictions and interested parties to attend a CDBG Labor Standards Workshops. The dates and locations of the seven workshop sessions are shown below.

Workshop contents

These workshops will provide information to grantees on the labor standards requirements, bid process, construction award process, equal opportunity MBE/WBE, section 3, certified payrolls and monitoring issues.

Who should attend?

These workshops are most important to those jurisdictions currently participating in the CDBG program, particular those administering construction projects and public works, including DRI projects. Local CDBG contract administrators and program operators, construction contractors and consultants should attend the workshop in their region. Travel to these workshops is an allowable CDBG expense under general administration.

CDBG Field Representatives from each region will be available for consultation at the workshops.

For further information:

Please contact the CDBG Program Secretary at (916) 445-6000 or your CDBG Field Representative.

Dates and Locations for CDBG Labor Standards Workshops

Sacramento	Wednesday, July 12, 2000	HCD Headquarters 1800 Third Street, Room # 183/185 Sacramento, CA
El Centro	Wednesday, July 26, 2000	El Centro Public Library McGee Room 539 State Street El Centro, CA 92243
Van Nuys	Wednesday, Aug 2, 2000	Van Nuys State Building 6150 Van Nuys Blvd Room # 135 Van Nuys, CA
Red Bluff	Thursday, Aug 10, 2000	Red Bluff Senior/Community Center 1500 South Jackson St. Red Bluff, CA
Monterey County	Wednesday, August 16, 2000	Richard W. Nutter Agricultural Conference Center 1428-1432 Abbott Street Salinas, CA
Arcata	Wednesday, Aug 23, 2000	Redwood Park Lodge Redwood Park Arcata, CA
Hanford	Wednesday, August 30, 2000	Kings County Government Center 1400 W. Lacey Blvd Hanford, CA 93230

All workshops will begin with registration at 8:30am and run from 9:00am to 4:00pm. Lunch will be on your own. Location maps directions and parking instructions are available, just email ldavis@hcd.ca.gov and request a copy.

Agenda

8:30 - 9:00	Registration
9:00 -10:00	Overview of Labor Standards <ul style="list-style-type: none">◆ What are Labor Standards?◆ Exemptions
10:00 - 10:45	Grantee Responsibilities <ul style="list-style-type: none">◆ What do I do first?◆ Procurement◆ Bid Procedures◆ Obtaining Wage Decisions◆ Local Requirements- CPCC◆ Equal Opportunity◆ Section 3◆ Labor Standards◆ Awarding the Contract◆ Executing the Contract
10:45 - 11:00	Break
11:00-Noon	Pre-construction Conference <ul style="list-style-type: none">◆ Format◆ Who Should Be There◆ Documents◆ Key Points◆ Hiring Consultants
Noon - 1:00	Lunch on your own
1:00 - 2:30	Certified Payrolls <ul style="list-style-type: none">◆ Formats◆ How to read the State and Federal Wage Decisions◆ Owner Operators◆ Employee Interviews◆ Apprentices, Helpers, Trainees◆ Statement of Compliance◆ Fringe Benefits
2:30 - 2:45	Break
2:45 - 4:00	Monitoring, Common Problems, Questions and Answers <ul style="list-style-type: none">◆ Monitoring Checklists◆ Overview of what to expect◆ Problems and Solutions◆ Questions and Answers